

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
NORTH CAROLINA CORRECTION ENTERPRISES

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


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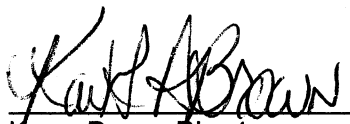
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

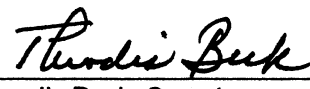
APPROVAL RECOMMENDED



Robert Brinson, Chief Records Officer
Department of Correction


Karen Brown, Director
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David Brook, Director
Division of Historical Resources

APPROVED


Theodis Beck, Secretary
Department of Correction


Lisbeth C. Evans, Secretary
Department of Cultural Resources

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Item 18657. SKETCHES AND DRAWINGS FILE. Paper and electronic record copies of sketches and drawings for furniture and stainless steel orders. (File maintenance and backup procedures conducted daily by Management and Information Services (MIS)).

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 5 years.

Item 18663. LEGISLATIVE BILLS FILE. Reference copies of legislative bills associated with Correction Enterprises.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 18671. PRICE CHANGES FILE. Record copies of price changes for all enterprise products.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 18680. PRISON UNIT PROPERTY FILE. Record copies of maps and descriptions of prison land timber management. File includes copies of information pertaining to timber removal and replanting.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 18684. INDUSTRIAL PLANTS FILE. Record and reference copies of plant operations and procedures pertaining to individual Enterprise plant facilities. File includes information relating to safety issues, procedures implemented, and other related administrative records.

DISPOSITION INSTRUCTIONS: Transfer any version of procedures or other safety information related to and in effect at the time an injury occurs or safety-related claim is made to the applicable case file when created. Destroy in office remaining records after 5 years or when superseded or obsolete, whichever occurs later.

Item 18685. ENTERPRISE CHIEF CORRESPONDENCE FILE. Record copies of correspondence pertaining to the Chief of Enterprise.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Item 47277. INMATE ACCIDENT FILE. Records concerning accidents involving inmates that take place at Enterprise plant facilities. File includes accident reports, witness statements, and medical statements. Information is entered into Inmate Accident Database (Electronic) File, Item 47278. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47278. INMATE ACCIDENT DATABASE (ELECTRONIC) FILE. Electronic records concerning accidents involving inmates at Enterprise plant facilities. Data is input from Inmate Accident File, Item 47277. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office 5 years after case is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47279. INMATE TRAINING FILE. Documentation signed by each inmate stating they have received the proper training and certification for all equipment they will be operating in Enterprise plant facilities. File includes training certification forms. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after inmate terminates plant employment.

Item 47280. INMATE INCENTIVE WAGE FILE. Records concerning incentive paid to inmates working in Enterprise plant facilities. File includes weekly roster of hours worked and pay per hour, inclement working condition pay and supervisor approval. Information is entered into Inmate Incentive Wage Database (Electronic) File, Item 47281. (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

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Item 47281. INMATE INCENTIVE WAGE DATABASE (ELECTRONIC) FILE. Electronic records concerning incentive paid to inmates working in Enterprise plant facilities. Data is input from Inmate Incentive Wage File, (Item 47280). (Comply with applicable provisions of G.S. 148-74, 148-76, and Gobal v. Bounds (1972) regarding confidentiality of individual inmate records.) (File maintenance and backup procedures conducted daily by MIS.)

DISPOSITION INSTRUCTIONS: Destroy electronic records in office after 7 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.

Item 47282. MATERIALS SAFETY DATA SHEET (MSDS) FILE. Chemical specifications sheets for all products either produced or received by Enterprise facilities. File includes data sheets that list all chemicals in products as required by the Occupational Safety and Health Administration (OSHA).

DISPOSITION INSTRUCTIONS: Destroy in office 30 years after cease of production.

Item 47283. ENTERPRISE PLANT SAFETY INSPECTIONS FILE. Records concerning inspections conducted by Enterprise Safety Officer of all Enterprise plant facilities. File includes inspection reports for plants and equipment as well as follow up reports.

DISPOSTION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues.